

## **CONTRACTOR REGISTRATION**

### **☐ CMC Section 1106-21: Rules and Regulations.**

*The chief building official is authorized to establish rules, regulations and procedures consistent with the intent of this chapter, and to perform such duties as are necessary and appropriate to the administration of this chapter. Such rules and regulations shall include, but not be limited to, registration and application requirements, exemptions, application forms, contractor classifications and descriptions, late fees, assignment requirements, revocation, suspension or expiration of registration, insurance and bond requirements and chapter enforcement. Said rules, regulations and procedures shall not be inconsistent with the provisions of this chapter, the Cincinnati Municipal Code, or state and federal laws and regulations.*

In addition to all application forms and their related instructions, the following, is a list of the rules and regulations that are necessary and appropriate to the administration of section 1106 of the Cincinnati Municipal Code.

### **☐ Topic Contents:**

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## 1. **Contractors that are required to be registered**

- ☐ **Home Improvement Contractor.** This category will include all contractors that are involved in repair, remodeling, alteration, improvement, or addition to any building used as a private residence in one, two and three family structures.
- ☐ **OCILB Licensed Specialty Contractors.** This category is for contractors that are licensed by the State through the Ohio Construction Industry Licensing Board in the following fields:
  - Electrical contractor
  - Plumbing contractor
  - Heating, ventilating and air-conditioning (HVAC) contractor
  - Hydronics (steam and hot water) contractor
  - Refrigeration contractor
- ☐ **Building Construction Contractor.** This designation will apply to all other contractors that are not addressed in the two previous descriptions. This classification shall also include the new construction of one, two and three family dwellings.

## 2. **Minimum information needed for registration**

- ☐ **Contractor Registration Application.** Completed and signed by the person chosen to be the responsible party for the company.
- ☐ **Certificate of Liability Insurance.** Written by an insurance company licensed to do business in the State of Ohio with the limits of liability no less than one hundred thousand dollars (\$100,000) for damages to a single person, and three hundred thousand dollars (\$300,000) for one (1) occurrence.
- ☐ **Proof of Ohio Workers' Compensation coverage.**
- ☐ **Assignment of Registration.** If assigning the registration to a business concern, a completed, signed Contractor Registration Assignment/Authorized Signer Form is required. When an assignment is made, all documents are to be completed in the name of the business and a list of individuals that will be authorized to apply for permits in the name of said business must sign the form. Additional signature sheets may be attached as necessary. Only persons whose signatures appear on the assignment form are authorized to sign permit applications.

- ☐ Registered Contractor Sub List. A general contractor shall provide with the request for Certificate of Occupancy a list of all subcontractors used on the project for which the Certificate of Occupancy is being sought.
- ☐ Social Security Number/Federal Id Number. If assigning the registration to a business concern, the Federal Taxpayer ID Number of that business concern or responsible party's Social Security Number is required. Paperwork that has omitted either of these pieces of identification will be returned without being processed. Registration with the Income Tax Division will be processed from the application data.
- ☐ Registration Fee: The registration fee is \$125.00. Payment may be made in person or by mail to:

Business Development and Permit Center  
Contractor Registration  
3300 Central Parkway  
Cincinnati, OH 45225

Checks should be made payable to the "City of Cincinnati". Download a copy of the contractor registration package at:

[www.cincinnati-oh.gov/bldginsp/downloads/bldginsp\\_pdf17931.pdf](http://www.cincinnati-oh.gov/bldginsp/downloads/bldginsp_pdf17931.pdf)

**NOTE:**

***A Contractor Registration can be issued for a one, two or three year period.***

***The expiration date of an OCILB Licensed Contractor Registration must coincide with the State license expiration date (Month and Day).***

- *Example: If the State license Registration date expires on 1/31/2015, the Contractor Registration must expire on 1/31/2015.*
- *FIRST TIME APPLICANTS ONLY (OCILB): If the expiration date of the Contractor Registration License does not match the expiration date of the State license, an additional fee of \$10.42 per month will be charged to bring the expiration date current with the expiration date of the State License.*

### **3. Company operating under more than one business name**

- ☐ Companies operating under more than one business name, with separate federal identification numbers, will need a separate contractor registration license for each legal entity.

#### **4. Contractor Registration with Multiple OCILB Licenses**

**❑ Multiple License Holders for one Business**

- If a business has multiple OCILB License holders, each license holder will be required to obtain a separate Contractor Registration License.

**❑ One individual with multiple State license**

- Only one Contractor Registration License will be required when that individual's State Licenses are assigned to the same business entity as it appears on the OCILB web site, and the same business name is used on the Contractor Registration application.

**❑ One company with multiple State licensed individuals.**

- For each OCILB discipline that a company wishes to register, an active state license number must be provided. There will only be one licensed individual per application but that individual may have multiple licenses.
  - Example: Three (3) separate applications would be required where a company wishes to conduct business in all 5 OCILB disciplines and
    - Employee #1 maintains a **S**tate license in plumbing and hydronic piping
    - Employee #2 is licensed in HVAC and refrigeration
    - Employee #3 is a licensed electrician

**NOTE:**

***All State licenses must be assigned to the same business entity that is listed on the OCILB web site.***

***Not every licensed employee of the company has to register, just one per discipline.***

## 5. Fees

***Please note that all fees associated with the Contractor Registration process are non-refundable. Due to the amount of paperwork involved with this process, we require that all paperwork be returned to us as a single package.***

***A license number is assigned at the time of original registration. Any applicant who has been assigned a license number will not be reassigned a new license number. It is required to maintain the original license number granted. If the license is in an expired status, it must be renewed and not submitted as a new application.***

- ☐ **Registration:** The fee for a contractor's initial registration is \$125.00 per year for up to 3 years.
  - Processing time for a complete application is a minimum of 10 days. If your information is incomplete and/or erroneous, the entire packet may be returned for corrections. All resubmitted packets will begin the processing time again at day one.
- ☐ **Same Day Processing Service:** Same day Contractor Registration is now available for an additional \$200.00 above the registration fee, late and/or reactivation fees. Part of the Contractor's Registration process requires Income Tax Department approval. In order to receive timely service, all Same Day Processing Service requests should be received by 1:00 p.m. of the date of application. Once approvals are obtained the registration will be issued and permits can be released.
- ☐ **Renewal:** A contractor may renew a registration, without penalty, any time during the 60-day period preceding the expiration date. Licenses can be renewed for up to three years at a cost of \$125 per year.
- ☐ **Additional Fees:**
  - First time registration will be assessed a \$75.00 late fee for any incomplete application that remains on file for over 120 days.
  - Renewal applications, or corrected documents requested by City Staff, submitted within 30 days after the expiration date of the existing registration license will be assessed a \$75 late fee.
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  - A Contractor Registration License not renewed within 30 days after the expiration date will require a reactivation fee of \$125.00 a year. In addition, a \$125.00 registration fee shall be due (minimum of one year renewal).
  - An OCILB contractor registration shall also include applicable prorated fees of \$10.42 for each month remaining until the expiration date coincides with their State license expiration date.

- ❑ **Changes to an Issued Registration:** Mid-term changes to an existing, valid registration will be performed for a \$75.00 fee. Changes shall include but not be limited to:
  - Reassignment of a registration
  - Add, change or substitute an insurance company
  - Addition/Deletion of authorized signatures
  - Add, change or delete an OCILB license holder

## **6. Renewal and Expiration**

- ❑ A minimum of 60 days prior to the expiration date of a registration, a notification of renewal will be sent via U.S. mail to the registrant's address of record. The registration must be renewed within the 60 days prior to the expiration date in order to remain in compliance with section 1106 of the Cincinnati Municipal Code. To reactivate an expired registration, please see "**Additional Fees**".

## **7. Inactive or Incomplete Applications**

- ❑ All required application components must be complete and correct prior to the issuance of a registration. Any incomplete application that remains on file for over 120 days will be moved to an expired status. Registration late fees will apply to all applications that have been moved to the expired status.

## **8. Liability Insurance**

- ❑ Liability Insurance provides protection from claims arising from injuries or damage to other people or property. The Certificate of Liability Insurance shall be written by an insurance company licensed to do business in the State of Ohio with the limits of liability no less than one hundred thousand dollars (\$100,000) for damages to a single person, and three hundred thousand dollars (\$300,000) for one (1) occurrence.

## **9. Registration Exemptions**

- ☐ The owner of a one, two or three family dwelling shall be exempt from registration as long as the homeowner personally performs the work upon the premises and said owner will occupy the residence for at least one year.
- ☐ Under such circumstances where the property owner is physically unable to work on the premises **family members/volunteer(s)** may assist with the work. This circumstance will be reviewed on an individual basis.
- ☐ Maintenance work as described in CBC 1101.17, that is performed by the property owner would be allowable without registration.
- ☐ An architect, professional engineer, or any other such person who is required by the Ohio Revised Code to attain standards of competency or experience is considered a professional service provider. When such an individual is acting exclusively within the scope of the profession for which they are either licensed or registered, they are exempted from registration as a contractor.

## **10. Landlords and Property Management Companies Exemptions**

- ☐ Work on rental property that is performed with contractor labor, whether it be maintenance work, repair or new construction, those contracting businesses shall be registered.
- ☐ Regardless of the employee-contractor relationship there are certain maintenance jobs that must be performed by a State licensed contractor as to comply with the OCILB rules. Those contractors shall also be registered.
- ☐ Landlords with maintenance staff that are actually employees of the property rental business are not being viewed as contractors and will not be required to register as such. {As a bases for this interpretation , please review CBC Section 1105-13.4(c)}

## **11. Registered Contractor look up table to be maintained on the web.**

- ☐ As a consumer protection component and in the interest of public safety, a registered contractor look up table will be maintained and available for reference on the department web site at:

<http://cagis.hamilton-co.org/opal/registeredContractors.aspx?entcode=cinc>

## **12. Proof of Liability Insurance and/or Workman's Compensation**

- ☐ Liability insurance is a requirement of all registrants and proof of such will be required at the time of registration. OCILB State licensed contractors are required to provide proof of their insurance coverage at the state level upon renewal of their license therefore proof at the time of city registration will be encouraged, but is not necessary.
- ☐ Workers Compensation Coverage:
  - Those sole proprietors and business entities with no employees, that are not required by **State** law to carry OBWC coverage will not be required to provide proof of coverage at the time of registration.
  - The State of Ohio recognizes the compensation coverage of all other states through a reciprocal interstate agreement. Long-term work periods, exceeding 90 days may require the applicant to complete an OBWC election form.
  - *Please refer your questions to the Ohio Bureau of Workers' Compensation*

## **13. Contractor Registration Penalties**

- ☐ Whoever violates any provision of Chapter 1106 of the Cincinnati Municipal Code will be subject to a series of penalties with the first violation being a written citation that carries a \$500.00 fine.
- ☐ This first citation can be appealed through the administrative hearing process where the contractor will be given the option to become registered and have the fine reduced to \$250. A second violation of the ordinance will result in a \$1,000 fine and the contractor will be ineligible to register under this chapter for a period of one year from the date of the violation.
- ☐ Violating any provision of Chapter 1106 of the Cincinnati Municipal Code shall include but not be limited to:
  - Not being registered and performing contracting work in the city limits.
  - Not renewing an expired registration.
  - Allowing one of the required provisions of the registration to lapse or expire, such as:
    - Liability insurance coverage
    - Workers' Compensation coverage
    - Account in good standing with the City Income Tax Division.



## **14. Suspension and Revocation of Registration**

- ❑ Any registration as provided for in this chapter may be revoked, suspended or refused by the chief building official for good cause shown including, but not limited to the following:
  - Misrepresentation or false statement made in obtaining a registration
  - Any violation of a provision of this chapter or of the rules and regulations promulgated hereunder, or failure to comply with any provision of this chapter or of the rules and regulations promulgated hereunder or lawful order of the chief building official
  - Any failure to comply with the provisions of this chapter, the laws and regulations of the State of Ohio, or the ordinances of the City of Cincinnati, the CBC or failure to provide the level of services set forth in the application and by the chief building official
  - The registration holder used its registration to obtain a permit for another
  - The registration holder failed to secure permits, inspections and approvals required by the OBC or the CBC
  - The registration holder repeatedly installed work in an unworkmanlike manner or not in conformity with permits issued
  - The holder repeatedly has been notified of violations of the OBC or the CBC and, has failed or refused to promptly correct any violation or part of it
  - There have been repeated incidents of returned checks for insufficient funds or stop payment without just cause.
  - If the chief building official determines that probable grounds exist for denial, suspension, or revocation of a registration, that registrant shall be notified as outlined in CMC Section 1106-27